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OPR-1040  
NS-62-4822

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Obligated Service Agreements for External Trainees

1. This memorandum contains a recommendation for approval of the Deputy Director (Support). Such recommendation is contained in paragraph 6.
2. I wish to propose that the Office of Training be authorized, in consonance with the sentiment of the Government Employees Training Act, to regularize a requirement for external trainees to sign obligated service agreements.
3. On this point the essence of the governing statute is that an employee who is selected for external training will be required, prior to actual assignment to training, to enter into a written agreement to continue in the service of the Agency for a stipulated period of time following completion of the training program. Although PL 85-507 requires such an agreement only for non-Government facilities, we propose to extend this policy to Government facilities as well.
4. In the application of the policy stated above, the period of obligated service will normally be computed as three times the duration of time in training and will date from the termination of the period of training. The minimum period of obligated service will be one year. When the training represents a substantial Agency investment, we may introduce a greater than three-for-one factor with a corresponding increase in the period of obligated service.
5. The general types of external training for which the requirement of a continue-in-service agreement is envisaged as suitable are:
  - a. Full-time academic or intern programs of three months' duration or longer, regardless of cost.
  - b. Training programs involving travel, per diem, and tuition costs, in any combination, of \$500 or more, regardless of duration.
  - c. Senior Officer Courses, including the Foreign Service Institute's Senior Seminar in Foreign Policy and Harvard University's Advanced Management Program.

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d. Part-time programs which, in aggregate credit earned or training time invested, will amount to 12 semester hours or the equivalent.

6. I recommend that, even though the Agency enjoys the privilege of exception from Section 11 of PL 85-507, the policy stated in paragraph 3 be affirmed and that the ground rules set forth in paragraphs 4 and 5 be approved for immediate application.

**MATTHEW BAIRD**  
Director of Training

APPROVED:

15 Oct '62  
Date

15/  
Deputy Director (Support)

Distribution: 0 & 2 - R/TR  
2 - DD/S  
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OTR:RS:WLG/WCR/MPD/ [REDACTED] (3 Oct 62)

STATINTL

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director of Training 1D-0418 Hdqrs.	<i>[Signature]</i>	<i>[Signature]</i> 10/3/62
2			
3	Director of Training		<i>[Signature]</i>
4	<i>DDTR</i>	15 OCT 1962	<i>[Signature]</i>
5	<i>DDTR</i>	18 OCT 1962	<i>[Signature]</i>
6	<i>file R/TR</i>		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<p>Remarks: SUBJECT: Obligated Service Agreements for External Trainees #3 - For signature.</p> <p><i>Wendell prepared most of this, and I think it is an effective piece. Please note that this deals only with external trainees. If approved, is there merit in a similar extension to cover internal training and JOT's in particular?</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<i>[Signature]</i>			10/3/62
X-5513			
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